

People Manager Holiday Entitlement Adjustment

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VERSION HISTORY

Version	Date	Change Summary
1.0	March 2022	N/A
1.2	January 2023	Image updates

Holiday Entitlement Adjustments.

HR Connect will automatically carry forward balances into the new holiday year, in line with the Annual Leave Policy. This happens on the 1st September, with an automatic carry forward of up to 35.00 hours for academic and research staff and up to 36.25 hours for support and technical staff. If an employee is part-time, the system will automatically carry forward the pro-rata entitlement.

Line managers **do not** need to action anything on People Manager for this automatic carry over.

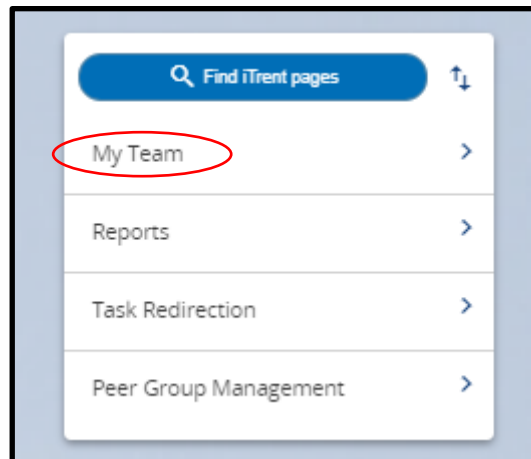
In exceptional circumstances, employees can carry forward more than five days to the following leave year if one of the following reasons apply:

- Employees who have been off on long term sick leave and have been unable to take their statutory annual leave entitlement before the end of the leave year can carry this forward. *(This is actioned by HR)*
- Employees who have been on maternity leave, adoption leave or shared parental leave and have been unable to take their annual leave entitlement before the end of the leave year can carry this forward. *(This is actioned by HR)*
- If there has been an exceptional business reason which has precluded an employee from taking their annual leave entitlement in a particular leave year, then they can carry forward untaken leave subject to the approval of the relevant Dean or Director.

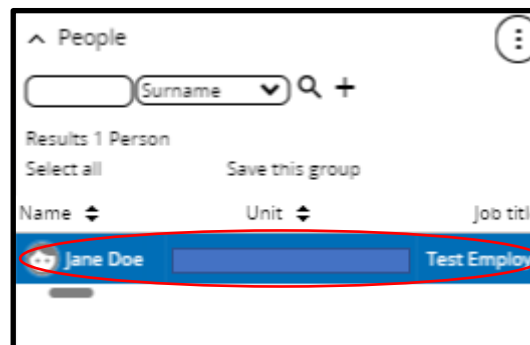
If there are exceptional business reasons and approval given, line managers can adjust the entitlement via People manager following the instructions below.

Adjusting Holiday Entitlements via People Manager.

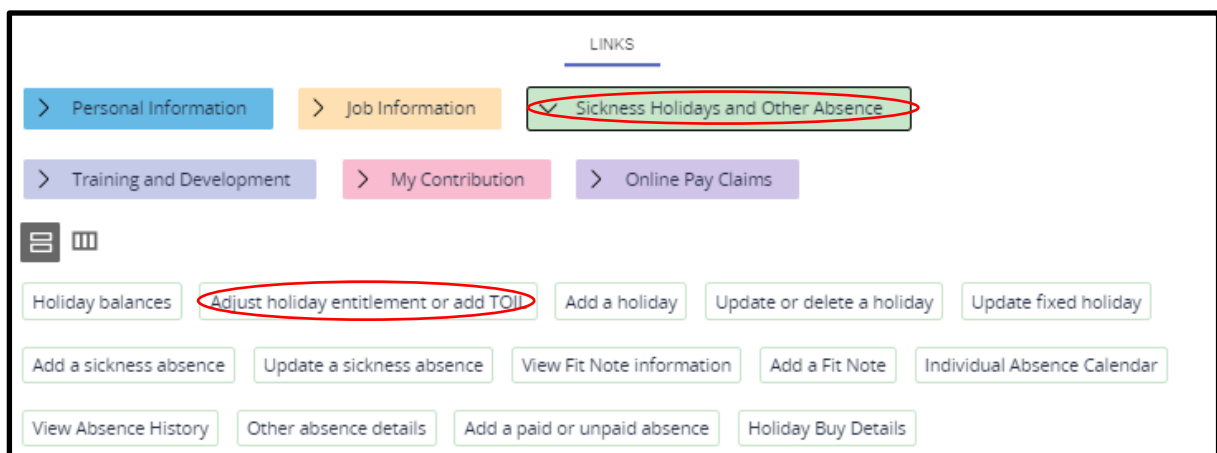
Log into **People Manager** and click on 'My Team'.



On the left-hand side of the page, a list of employees who report to you will appear (you can also search on surname, forename etc. and use the * to search for all employees). Click on the employee who you wish to make the holiday entitlement adjustment for.



Once the employee has been selected, within the links section, click on 'Sickness Holidays and Other Absence' and then 'Adjust holiday entitlement or add TOIL'.



You will now be on the **Holiday entitlement adjustment** page.

Employment details

Ensure that the correct position has been selected. This will auto populate if the employee only has one position.

Period Details

Select the holiday balance year you wish to make an adjustment to. For example, if you wanted to add 10 hours to the September 2022 – August 2023 year, you would select 01/09/2022-31/08/2023.

Scheme Name

The scheme name will auto populate.

Adjustment Details

Ensure that **'Adjust'** from the adjustment type drop down menu has been selected. If there has already been a previous adjustment processed, you will be able to see this, and the drop-down menu will already be set to adjust.

Within the **'Value'** box, enter the number of hours you wish to carry over from the previous year's holiday entitlement (e.g., 10.00 hours).

Within the **'Reason'** box enter the rationale for the adjustment.

Within the **'End date'** box enter the end date of the holiday scheme year (e.g., 31/08/2023).

Click on **'Save'**.

Date entered	User name	Value	Reason	End date	Entitlement Add Remove
20/09/2022	40010974	7.250	HM Queen State Funeral Offset	31/08/2023	283.875 hours
		10.00	Carry over hours test	31/08/2023	-

Once saved you will be able to see the updated entitlement value under **'Entitlement'**. Another line will appear under the initial adjustment which can be populated to make another adjustment.

Adjustment details

Adjustment type: Adjust

Date entered	User name	Value	Reason	End date	Entitlement	Add	Remove
20/09/2022	40010974	7.250	HM Queen State Funeral Offset	31/08/2023	283.875 hours	-	-
23/01/2023	40011640	10.000	test	31/08/2023	293.875 hours	-	-
				31/08/2023		-	-

Save

[HR Connect Help and Support](#)

For any further help, advice, or assistance, please contact HR on ext.3344 or email humanresources@napier.ac.uk.